CHAPTER 5

COMMODITY INSPECTION PROGRAM

PART 1

INTRODUCTION

5-1 GENERAL.

a. This prescribes the policies, procedures, and methods used in the inspection for materials and services in the Defense National Stockpile. Included in these procedures are such activities as the commodity inspection of materials in storage for inventory verification, disposal sales, and pre-award evaluations of prospective contractors, claims and complaints investigation, and contract administration.

5-2 INSPECTION.

The term "inspection," as used in this text, is the overall act of critically examining a process, facility, service or materials. Inspection reports are completed on DNSC Forms or narrative reports

5-3 SCOPE.

This section is applicable to all types of Commodity Inspection activity concerning all strategic and critical materials under the custody of DNSC, all storage facilities storing DNSC materials, all scales and weighing facilities used to scale DNSC material, and theft reporting procedures concerning DNSC material.

5-4 GENERAL.

a. The Commodity Inspection Program is a regularly scheduled series of compulsory inspections designed to serve as an oversight function. Periodic inspections are conducted under the direction of the DNSC Operations Directorate and/or other cognizant officials.

b. Strategic and critical materials on the commodity inspection list in storage are inspected as scheduled to ensure that the physical conditions have not altered over time. After completion of inspection notify the Commodity Specialist assign to that commodity in Headquarters.

c. Periodic inspections of scales and weighing facilities pertains to all scales that are in actual use or are likely to be used for the weighing of strategic and critical materials.

e. As a result of the above periodic inspections, Specialists are able to determine if an actual or suspected material theft has occurred. Theft reporting procedures are incorporated in this section to facilitate such reporting.

PART 2

INSPECTION CRITERIA AND PROCEDURES

5-5 GENERAL

a. Commodity Inspections are not limited to an inventory count of a given material. In addition to reporting the general condition, packing, packaging, and marking of stockpile materials, periodic commodity inspections are intended to determine the need for corrective action, such as facility repair, and the refurbishment or replacement of containers. Storage facility conditions that may lead to loss, contamination, or deterioration of materials or containers and any indication of pilferage, erosion, insect, or vermin infestation, or any other unsatisfactory condition, either in the materials, the containers, or the storage facilities, must be reported. A properly conducted inspection must address the following topics:

(1) Official Records

(2) Physical Inventory

(3) Packaging

(4) Marking

(5) Storage Pattern

(6) Commodity Quality

(7) Fire Protection

(8) Structural Integrity of Facility

(9) Safety

(10) Occupational Health

(11) Security

(12) Effects of Natural Elements

(13) Previous Deficiencies

(14) Condition and Quantity of packaging materials (i.e., drums, boxes, pallets) held for future use.

b. The Specialist's report must include definitive recommendations for the improvement of storage practices and conditions considered necessary for the effective preservation of materials. Comments need not be made for each topic listed above on every report but all topics must be considered during the actual field inspection. Thoroughness in this type of inspection and associated reporting will be of great value in determining proper corrective action.

c. The Specialists must conduct these inspections thoroughly and factually. Reports must present relevant and factual information that can be easily understood by the reader. The Specialists must make sure that each report is self-supporting and fully describes current conditions.

d. All deficiencies in storage maintenance causing deterioration, contamination, or loss of material must be reported on DNSC Form 30, Notification of Stockpile Inspection. Before preparation of each report, a meeting is to be held with the responsible storage official to review any findings, discuss any planned or anticipated action that may be required.

5-6 FREQUENCY OF INSPECTION

a. The DNSC Depot Manager is responsible for scheduling a thorough inspection of selected stockpile commodity in accordance with the Commodity Inspection Schedule and as per the conditions and requirements of the depot and wherever there is evidence of deterioration, infestation, shortage, or pilferage of any commodities. The Chief, Operations Division shall be immediately notified and a determination will be made as to the need to increase the frequency of inspections to ensure adequate surveillance and prompt reporting of deficiencies.

b. Any delinquency of 30 days or more of Commodity Inspections shall be extensively tracked and resolved in a prompt and reasonable manner.

PART 3

OUTLOADING INSPECTION

5-7 PURPOSE.

To ensure that material prepared for delivery is properly shipped, not susceptible to contamination and/or loss, and of the quality, type or grade, and quantity specified in the sales contract or shipping order.

5-8 SCOPE.

Inspection shall be made in all cases where specified in a sales contract or shipping order. All out loading which involves sampling must be accomplished under the direction of a Specialist.

5-9 PRELIMINARY INSPECTION INSTRUCTIONS.

a. Review the out loading procedure with the DNSC storage facility authorities for the purpose of accomplishing inspection goals.

b. Check the scale that will be used for weighing the disposal material for the following:

(1) Sufficient weight capacity;

(2) Proper weight increments (scale graduations) which indicate the degree of weight sensitivity.

(3) Current certification. Except in the case of railroad scales, weighing devices must have been certified within the previous 12 months. Certification may be at greater intervals for rail scales, depending on the practices of the cognizant weights and measures authority.

(4) Ascertain that scale is in good working order by using certified test weights or approved improvised weights to check the accuracy and precision of scale. Perform a zero balance check to determine if scale zeroes properly (Refer to Chapter 5, Part 5, and Paragraph 5-27). If the scale is digital, the tare and any other functions must be operating correctly.

c. Refer to DNSC Occupational Health and Safety Guidelines, Material Safety Data Sheets for the commodity, or check with the DNSC Industrial Hygienist to determine if material to be shipped requires special handling. All applicable NRC, DOT, EPA and OSHA regulations must be strictly followed.

5-9 SALES INSPECTION REQUIREMENTS.

The following items shall be required in all inspections of sales material, unless specified by the proper authority.

a. Weighing of material.

b. Tallying and compilation of weight certificates.

c. Verification of material (based on shipping order).

d. Contamination.

e. Sampling and determination of quality, where required.

f. Proper loading, based on shipping order and good practice.

g. Suitability and condition of transportation unit.

h. Final verification of the loaded transportation unit covering piece count and sealing of the conveyances.

5-11 REJECTION.

Materials and transportation units rejected for shipment by the Specialist will be fully identified in reporting, giving basis for rejection. Typical reasons for rejection would be improper type or uncleanness of transportation unit, contamination of material, incorrect quantity, and weight of material.

5-12 REPORTS.

DNSC Form 32 reporting procedure will be used for sales out loading inspections. A separate DNSC Form 32 will normally be issued for each sales contract and release number. The same reporting procedure will apply to all actions covered by general surveillance or spot inspections. The type of inspection must be noted on the report under "Remarks."

5-13 INSPECTION COVERAGE.

Complete inspection coverage by a Specialist is mandatory for sales of materials requiring sampling and weighing, vault materials, hazardous materials and other high value stockpile materials stored at military and DNSC operated facilities. For other stockpile materials not involving high value or requiring sampling and/or weighing, sales inspection coverage is coordinated with the Depot Manager.

5-14 GENERAL STOCKPILE COMMODITY SALES INSPECTION INSTRUCTIONS.

a. Bulk material stored in piles sales inspection.

(1) Procedure. Inspection services by the DNSC Specialists required for bulk materials that are sold.

(2) General.

(a) This is a broad outline of inspection procedures and the control of operations to be applied under sales contracts for these materials, particularly where weighing, sampling, and analyzing are required.

(b) In the removal of piles, all recoverable material that is not significantly contaminated with the underlying base will be shipped, leaving as little as possible of the material. The Specialist at the site will determine that the work is conducted in this manner and so state in his/her DNSC Form 32.

(c) The lot size will normally be specified in the sales contract, when not specified the lot should be between 500 and 5,000 tons, but should not be extended to include more material than is taken during 1 week period. The lots are to be numbered consecutively, starting with one for the material delivered from each pile and shall be consecutive until all

material is removed regardless of the specific contract or release number. When the weighing, especially of trucks, is done at a place other than the point of origin. And this may sometimes be done at destination, as discussed below, a system of check-off or ticketing of the loads other than the point of origin can be included to make certain that all material removed from the pile is accounted for and weighed.

(d) Particular control and check must be maintained on all out loading from plant-site storage areas and places where there are no permanent DNSC personnel. At the start of a removal, the Specialist should carefully go over all phases of the operation, specifically making sure that the correct material is being out loaded and that the work will be done properly. Specialists must check all vehicles used for shipments for cleanliness and soundness.

(3) Weighing Only.

(a) The weighing shall be performed under the supervision of a DNSC representative, unless otherwise stipulated, on scales which have been inspected and determined to be in good working order and approved by the Specialist prior to and during all out loading operations. (Caveat: No split weighing is permitted.) The weighing should be done as close as possible to the pile. When there are no scales near the pile, the weighing must be done enroute or at destination, with the understanding that care will be taken to prevent loss of material in transit by using sound, tight cars and trucks, and by not overloading the conveyance. On long hauls (greater than 15 miles), the empty (tare) weight of the trucks shall be determined for each load before loading if the weighing is near the stockpile, or after emptying if the weighing is near the destination. There are to be no additions of fuel between these empty and loaded weighing. For short hauls (less than 15 miles), a tare weight is determined once in the morning and then again after the lunch break and when fuel is added. If the driver stays in the truck for the tare weighing, he must stay in for the gross weighing. The contracts will generally provide for the use of the tares stenciled on the sides of railroad cars, but the cars may be actually weighed empty, after being thoroughly cleaned, and this weight used if the buyer requests it and bears all cost of such weighing. Weighing by the railroad will not normally be witnessed. The contract may require different weighing procedures other than what is stated above and they shall govern.

(b) The weight recorded or imprinted on the ticket for each load weighed or each tare determined shall be transferred to the weight certificate. The weight certificate shall show, in columns, the car number, or for trucks, the truck numbers and the trip or ticket number, gross, tare, and net weights of the load in each vehicle comprising the lot. This certificate shall also show the name and grade of the material, contract and lot numbers, release number and program, Purchaser, location (depot) and number of the pile from which the material was taken, and the signature of the weight master and/or the DNSC representative witnessing the weighing.

(c) Generally, no more than the original and two copies of the weight tickets are to be distributed in the usual normal fashion. Many contracts state that the buyer will pay for this weighing and the issuance of the weight certificates. The weight master or the buyer will keep one copy of the ticket. If the contract provides for the Government to do the out loading, which may be done at certain depots, as well as other locations, this will generally include the weighing and the issuance of the weight tickets and certificates.

(5) Conditions and reports.

(a) When a lot has been shipped a full description should be given on a DNSC Form 32. The following information should be included:

- What kind of equipment is being used for the out loading and how is the out loading being done?
- If hauling is by truck, show type and size.
- Is the pile being progressively loaded out from one end with a minimum of ore being left in the base?
- Was any roadway construction or track repair necessary?
- Where and on what kind of scale is the weighing being done, and when was it last certified or inspected?
- What sampling procedures are used?

(b) The weight certificates, and other related documents shall show the applicable pile and lot numbers. Also put the OSR number on the DNSC Form 32 report for each lot shipped to prevent the overlooking of OSR posting for the shipment. Subsequent DNSC Form 32 reports should detail variations from initial report, if any, or refer to initial report, if none.

(c) These instructions, in general, cover the operations to be conducted and the documents to be issued, unless otherwise specifically provided in the sales contract.

b. Stacked metals sales inspection.

(1) Procedure. Inspection services by the Specialists required for stacked metals that are sold.

(2) General.

(a) This is a broad outline of inspection procedures and the control of operations to be applied under sales contracts for these materials, particularly where bundle formation, banding, and weighing are required.

(b) In the removal of material from block storage the Specialist shall ensure that the proper type, form, and grade are being prepared for sales and that the material is not significantly contaminated.

(c) The lot size, number of pieces to a bundle, and number of bundles to a lot will normally be directed by DNSC Operations or the sales contract. The Specialist should ensure that each bundle contains the proper number of pieces and that each bundle is formed in the best and safest manner for shipping. Each bundle comprising a lot should be numbered with the lot number and bundle number within the lot for later identification.

(3) Weighing.

(a) The weighing shall be performed by DNSC depot personnel or under the supervision of a DNSC representative, unless otherwise stipulated, on scales which have been inspected and determined to be in good working order and approved by the Specialist prior to and during all weighing operations. The weighing operation should be checked frequently to ensure that the scale is weighing accurately. The Specialist should use certified test weights, if available or improvised test weights. The weight obtained should be marked on the bundle and a record kept for future use. The contract may require different weighing procedures other than what is stated above and they shall govern.

(b) When shipped, a weight certificate should be issued for each conveyance loaded. The weight certificate shall show, in columns, the lot or bundle number, number of pieces in each bundle, and gross weight of each bundle. The total gross, tare, and net weights of material should also be listed. This certificate shall also show the name and grade of the material, contract number, release number, program, Purchaser, truck, or rail car security seal number, location (depot) and the signature of the weight master and/or the appropriate DNSC representative.

(4) Conveyance Loading.

The Specialist should inspect the conveyance to ensure that it is clean and suitable for loading. The Specialist should verify that the correct lot or bundles are being loaded and that the conveyance is being loaded in accordance with the purchasers shipping instructions or drivers instructions that may be appropriate. If the conveyance requires a security seal, the Specialist should ensure that the seal is properly applied after loading.

(5) Conditions and reports.

(a) When material has been shipped a full description should be given on a DNSC Form 32. The following information should be included:

- ❖ What kind of equipment is being used for the out loading?
- ❖ How is the out loading being done?
- ❖ If hauling is by truck, show type and size.
- ❖ Where and on what kind of scale is the weighing being done?
- ❖ When it was last certified or inspected?

(b) Also put the OSR number on the DNSC Form 32 report for each shipment to prevent the overlooking of OSR posting for the shipment. Subsequent DNSC Form 32 reports should detail variations from initial report, if any, or refer to initial report, if none.

(c) These instructions, in general, cover the operations to be conducted and the documents to be issued, unless otherwise specifically provided in the sales contract.

c. Containerized commodity sales inspection.

(1) Procedure. Inspection services by the Specialists required for containerized materials that are sold.

(2) General.

(a) This is a broad outline of inspection procedures and the control of operations to be applied under sales contracts for these materials.

(b) In the removal of material from storage, the Specialist shall ensure that the proper type, form, and grade are being prepared for sales and that the containers and shipping pallets are in satisfactory condition for shipment.

(c) The lot number and quantity to be shipped will normally be directed by DNSC Operations or the sales contract. The Specialist should ensure that the containers and pallets are prepared and formed in the best and safest manner for shipping.

(d) If any broken or damaged containers are detected the containers shall be repaired or replaced and a new weight established for that container, the Specialist should ensure that all markings are transferred to the new container and that the weighing is accurate.

(3) Weighing.

(a) The weight of record will normally be used for containerized commodities and no weighing is required.

(b) When commodities are shipped, a weight certificate should be issued for each conveyance loaded. The weight certificate shall show, in columns, the lot number, number of pieces in the lot, and gross weight of each container. The total gross, tare, and net weights of material should also be listed. This certificate shall also show the name and grade of the material, contract number, release number, program, Purchaser, truck, or rail car security seal number, location (depot) and the signature of the weight master and/or the appropriate DNSC representative.

(4) Conveyance Loading.

The Specialist should inspect the conveyance to ensure that it is clean and suitable for loading. The Specialist should verify that the correct lot is being loaded and that the conveyance is being loaded in accordance with the purchaser's shipping instructions or driver's instructions that may be appropriate. If the conveyance requires a security seal, the Specialist should ensure that the seal is properly applied after loading.

(5) Conditions and reports.

(a) When material has been shipped, a full description should be given on a DNSC Form 32. The following information should be included:

- ❖ What kind of equipment is being used for the out loading?
- ❖ How is the out loading being done?
- ❖ If hauling is by truck, show type and size.

(b) Also put the OSR number on the DNSC Form 32 report for each shipment to prevent the overlooking of OSR posting for the shipment. Subsequent DNSC Form 32 reports should detail variations from initial report, if any, or refer to initial report, if none.

(c) These instructions, in general, cover the operations to be conducted and the documents to be issued, unless otherwise specifically provided in the sales contract.

5-15 SPECIAL INSPECTION PROCEDURES.

a. Inspection of Iodine. Iodine shall be inspected annually because of its hazardous nature and the environmental impact of leakage. Any changes noted in the condition of the containers or detection of unacceptable conditions shall be fully described. Inspection of this material will be performed more frequently if there has been evidence of deterioration of the containers from one visit to the next proceeding one. Inspection will consist of random opening of cases but not the inner containers, to assure that there is no leaking of material.

Inspection of Mercury. The frequency of inspection is classified under the following conditions.

a. **Normal inspection** level is defined as one inspection per month and is determined by four consecutive normal cycles with detection levels **below** the DNSC action level of 0.025mg/m^3 (25,000 nanograms/ m^3).

b. **Tightened inspection** is defined as one inspection per week. It occurs when detection levels **exceed** the DNSC action level of 0.025 mg/ m^3 (25,000 nanograms/ m^3) and this type of inspection continues until any visible mercury is cleaned and mercury vapors are **reduced to less** than 0.0125 mg/ m^3 (12,500 nanograms/ m^3).

NOTE: Normal inspection frequency resumes when two tightened inspection cycles **do not** detect mercury or mercury vapors in **excess** of 0.0125 mg/ m^3 (12,500 nanograms/ m^3).

Inspection Equipment Required. Direct reading mercury vapor monitor, 120 volt 500 watt quartz high intensity portable lights with an output of 16,830 lumens, and personnel protective equipment (PPE) that includes protective clothing (Tyvek suit), gloves and a half-faced respirator with mercury filters.

Visual Inspection. The mercury storage warehouse and all storage aids are to be visually inspected with the use of high intensity lights. The floor, drip pans, pallets, and drums will be thoroughly, visually inspected for metallic mercury. If metallic mercury is detected an investigation will be initiated to determine the cause. Corrective action will take place to remediate the visually metallic mercury and to prevent further leakage.

Monitoring Procedures. A total of four air samples are to be taken in each inspection aisle, two at the breathing zone and two at the floor level. The samples are to be taken at random locations in the inspection aisle. The samples are documented on the attachment portion of the report. Also record the temperature from both the exterior and interior of the depot on the inspection report.

NOTE: If all of the four samples are under the DNSC action level of 0.025mg/m^3 (25,000 nanograms/ m^3) *no action is required*.

If any reading is found to be above the DNSC action level, an investigation of the storage is initiated to determine the cause. Corrective action is to take place to reduce mercury vapors below the DNSC action level.

Documentation and Records. The mercury documentation is completed on the DNSC Form 30 with any attachment. All reports are to be concise, factual, and reflect the actual storage conditions. All reports are to be transmitted electronically to the Facility Distribution Manager, Chief of Operations and Logistics Division.

PART 4

COMMODITY INSPECTION OF STRATEGIC AND CRITICAL MATERIALS

5-16 GENERAL.

a. A separate inspection and report is required for each type and/or grade or class of each commodity described in the applicable purchase specifications or as segregated and recorded in storage. For example: A separate inspection report must be submitted for each *grade* of lead, zinc, etc., and for each *type*, *grade*, or *class* of bulk ores or minerals, with a complete description and quantity of all units such as *piles, cases, drums, ingots, bales*, etc., using **block 14** of the DNSC Form 30. Where materials are segregated by size of units, each size shall be reported on a separate line with complete details of *dimensions, unit weight, number of units, and total weight for the stockpile program (DNSC)*. Material should be reported on each line of block 14 and the DNSC program symbol to each line item should be shown in column a.

b. A comprehensive visual inspection and physical inventory verification is required at each storage facility for each stockpile containerized commodity. Physical inventory verification is not required for bulk piles.

5-17 PREPARATION

a. Review the Defense National Stockpile Operations Manual, DNSCM 4145.1 to determine conformance with approved methods and standards relating to the storage procedures for the commodity being inspected. A copy of the Storage Operations Manual must be available during inspection visits.

b. At commercial facilities, the storage contracts specify the condition and requirements for the storage of a specified material for which the contractor can be held liable. If the requirements in the storage contract and in the Storage Operations Manual are not identical, then the exact provisions of the applicable storage contract shall determine conformance with the storage requirements. In such case, the Specialist shall annotate on the DNSC Form 30 any deviations from the Storage Operations Manual requirements.

c. Review Chapter 5 **part 7**, *Classification Standards for Stockpile Material Containers*, if applicable.

5-18 INSPECTION.

In preparing the inventory portion of the DNSC Form 30 report, Item 14, the Specialist shall first review depot records (DNSC Form 46, Inventory Record Card) for each, type, grade, quality, or other classification of commodity being reviewed. This is to determine the count and/or quantity of each item indicated to be in storage on the date of the inspection. The Specialist shall determine from appropriate depot personnel that the record covering the commodity being reviewed reflects all inbound or outbound movements of the material up to and including the date of the Specialist's report.

a. The date and number of both the latest inbound and outbound storage reports as of the date of the inspection shall be shown for each item reported. Review depot locator cards and/or automated commodity inventory system (ACIS) to obtain storage locations of the material being inspected. Note any differences between the recorded location and the actual location of the commodity.

b. After the review of depot records, the Specialist shall make a visual inspection of the commodity as stored and determine by actual count and/or computation the number of units and/or quantity of that material in storage at that time. If the results of the Specialist's count and/or computation differ from the depot record, the difference shall be noted in block 15 of DNSC Form 30, along with any pertinent comments (see "Criteria and Procedures for Inventory Adjustments"- Appendix 4-C).

c. In performing a visual/physical inventory, it is not intended that the Specialist will require any re-warehousing or movement of materials. If possible, the actual count should be reported. Where an exact count cannot be made for any reason, the Specialist should refer to stock records, survey the storage block being inventoried and then make a computed count of the quantity of stored material in a block. Total quantity is attained by summation of each computed quantity in a block inventoried. Computation work papers shall be filed with the Specialist's copy of the report.

d. If after completion of the required review of storage records, and onsite inspection of the commodity, it is found that no change has occurred since the previous inspection, block 14 of the DNSC Form 30 will be completed with the notation: *"No change since the last report."*

e. Upon completion of the inspection, a meeting will be held with the Depot Manager or appropriate storage official to discuss the findings prior to completing the report. When the report contains a recommendation the completed report will be provided to the Depot Manager or appropriate storage official for review and attachment of a response if necessary.

5-19 RECOMMENDATIONS.

Recommendations to Depot Manager with concurrence by the commodity specialist and the DNSC-OL are made to rectify an apparent problem or deficiency that exists with a particular commodity or a storage facility as a result of inspections.

a. Recommendations at military and DLA/DNSC operated depots.

(1) Emergency Situations. When an emergency situation such as a leaking roof, a broken window, etc., is found the Specialist shall request that the personnel responsible for storage take immediate steps for necessary repairs or other corrective action for the protection of the exposed material. The Specialist shall also report the repairs or corrective action requested and the assessment of damaged or lost material on DNSC Form 30 with the name, title, or rank of the individual to whom the request was issued.

(2) Minor Non Emergency Situations. When minor discrepancies that could be corrected with minimal expenditures of manpower and/or funds are found the Specialist shall discuss their correction with the cognizant official. The conversation and what action will be taken, if any, (by the official) should be documented on DNSC Form 30, with copies distributed as prescribed in paragraph 5-22. In instances where remedial action is recommended but none is planned, the Specialist should document the recommendation in block 16 of the DNSC Form 30.

(3) Significant Non Emergency Situations. When deficiencies are found which require significant expenditures of manpower and/or funds to correct, the Specialist shall discuss the deficiencies with the cognizant official and present a formal recommendation in block 16 of the DNSC Form 30.

b. Recommendations at a commercial facility.

(1) When a Specialist has found it necessary because of an emergency to issue verbal instructions to the contractor, the instructions given and the name and title of the individual to whom the instructions were issued shall be included on the DNSC Form 30. On receipt of the complete report, the Chief, Operations Division shall notify the contractor in writing of whatever corrective action is considered necessary, and provide a copy to the appropriate contracting officer.

(2) When it is found that the contractor is not complying with the terms and provisions of the contract, the Specialist shall call the deficiencies to the attention of the contractor and issue verbal instructions for necessary corrective action. The Specialist shall record the instructions given on DNSC Form 30 with name and title of the individual to whom the instruction was issued and shall promptly distribute copies thereof as prescribed in par. 5-22. Upon receipt of the Specialist's complete report, the Specialist's instruction to the contractor shall be confirmed to the contractor in writing by the Chief, Operations Division and a copy provided to the appropriate contracting officer.

c. Recommendations. Commodity Inspection reports containing remarks under block 15 concerning minor non emergency deficiencies do not require the submittal of

additional documentation if the remarks were self explanatory and the Depot Manager concurs. In such cases, the manager's initials on the report will suffice. When reports contain recommendations in block 16, or remarks in block 15 with which the manager does not concur, then the manager will prepare a memorandum indicating non-concurrence supported by his/her reasons for such action. In the case of non-concurrence, a description of alternatives must accompany the memorandum that is then directed to the Chief Operations Division.

d. Follow-up action on deficiencies. Follow-up inspection of the facility shall be conducted until the deficiencies have been corrected. Ordinarily, such follow-up inspections should be made within 90 days.

PART 5

REPORT PROCEDURES

5-20 NOTIFICATION OF STOCKPILE INSPECTION.

DNSC Form 30 Notification of Stockpile Inspection, and DNSC 30A, Notification of Stockpile Inspection (Continuation Sheet) shall be used to report the findings of completed inspections of stockpile materials. This includes empty containers and liners stored in reserve for repackaging, Occupational Radiological Surveys and Occupational Health Surveys.

5-21 PREPARATION.

DNSC Form 30 and 30A shall be prepared in accordance with instructions listed below. The Specialist shall complete the report immediately after the inspection, if possible. The Notification of Stockpile Inspection is typed using a word processor. Comments, if any, shall be submitted with the Specialist's report in an original and one copy.

5-22 DISTRIBUTION.

DNSC Forms 30 and 30A shall be distributed as follows:

a. An original to the actual Storage depot or facility where the inspection was performed.

b. One copy to the Commanding Officer of a military storage depot or facility, or a comparable official of a DLA operated facility. Representatives of commercial facilities shall not be furnished a copy of DNSC Form 30.

c. One copy to be forwarded to the assigned commodity specialist at HQ.

d. One copy to be retained by the Specialist who conducted the inspection and wrote the report.

Instructions for Preparing DNSC Form 30
Notification of Stockpile Inspection

Item 1. Give the official name and geographic location (city and state) of facility; include the street address. It is important that the name and location of the facility be identical on each report in a series, unless an official change has been made.

Item 2. A separate report is required for each type and/or grade or class of each commodity described in the applicable purchase specification. For example, a separate report shall be submitted for each grade, type or class of containerized commodity. It is important that there be no variation in the commodity designation on any report of a series. Also indicate country of origin, if known.

Item 3. Number the first report form in a series "1." Subsequent reports, regardless of the individual preparing them, which cover the same commodity and location shall follow in numerical sequence. Final reports on a commodity will be completed when a zero balance is authorized and will be in numeric sequence from the last report accompanied by the word "FINAL" (e.g. 39-FINAL).

Item 4. Enter the assigned four-digit identification number of the commodity being inspected. This identification number is used as a tracking device for the computerized database system utilized for scheduling inspections. The depot assigns the number.

Item 5a. Enter date (s) of last inspection.

Item 5b. Enter date (s) of current inspection.

Item 6. Indicate type of storage space, such as warehouse, open area, tank, bin, shed, vault, and give number and specific location where material is stored. Example: Warehouse No. 7, Section 5, Bays 5 and 6.

Item 7. Enter the name and title of the individual responsible for the material inspected.

Item 7a. Enter the DSN or commercial telephone number of the depot.

Item 7b. Enter the fax number of the individual responsible for the material inspected.

Item 8a. Check applicable block. The answer "No" indicates the facility is not the type prescribed in Storage Operations Manual; e.g., storage of certain commodities not in vault storage, etc., and is to be described in detail in Item 15.

Item 8b. Check applicable box. The answer "No" indicates certain deficiencies, such as leaky roof, inadequate fire protection, etc., and is to be described in detail in Item 15.

Item 9a. Check applicable box. The answer "No" indicates certain deficiencies in the manner of storage which must be described in detail in Item 15.

Item 9b. Check applicable box. The answer "No" indicates certain deficiencies in the manner of storage which must be described in detail in Item 15. If containers are not opened for inspection, please mark, "N/A" and explain in Item 15.

Item 10a. Check applicable box. This will indicate whether the DNSC Form 46 Inventory Record Card is currently posted.

Item 10b. Enter the latest Receiving Report (DNSC Form 42) number and date of issue; enter the latest Outbound Storage Report (DNSC Form 43) number and date of issue. If there is more than one, enter them in line 15, Remarks.

Item 11. Check applicable box. The answer "No" indicates a discrepancy and must be explained in Item 15.

Item 12. Check applicable box. The answer "No" indicates deficiencies in either security and/or fire protection and must be explained in Item 15.

Item 13a. If the National Stockpile Specifications or the Operations Manual indicates that this material should be stored in containers, indicate by checking the applicable box. If the answer is "No," give details in Item 15. ("Containers," as used here, also include tanks.)

Item 13b. Check applicable box, and if the answer is "No," deficiencies must be described in Item 15.

Item 13c. If the material is stored in containers, give the percentages in each class, as described in the instructions for container inspection and classification (Part 8). Give the exact number listed in Class III under Item 15.

Item 14. According to the format, give the program symbol DNSC (under column *a*), and the type of packing such as kegs, drums, cases, boxes, etc. or the commodity shape such as bale, ingot, etc. used for storage (under column *b*). State dimensions and unit of measurement for each type of packing or commodity shape (under column *c-f*). Indicate weight (gross and net) of each type of storage unit under column *g* if applicable. Enter the total number of each unit type (under column *h*) and the total weight (gross and net) under column *i*. All abbreviations for units of weight measurement (lbs, oz, kg, and ct) shall be placed in an appropriate space in column *i*. The comment 'Change/No Change (as appropriate) since last report' should be annotated on the last line in block 14 to indicate inventory or other activities or lack thereof. The information in this block should reflect the depot's inventory records.

Item 15. Details relating to answers that must be explained in this item or to other appropriate questions of the "Guide for the Inspection of Stockpiled Materials" (Form 30 blocks 8a-13c) must be furnished and identified by reference to the applicable item or guide number. This space should be used liberally to indicate specific lots, numbers of packages, extent of deficiencies and exact location where deficiencies exist, and any other comments

of general interest. Do not refer to previous reports in lieu of explaining deficiencies in detail; each report must stand on its own and describe fully all existing deficiencies. Follow up on past discrepancies or deficiencies by advising of current status. Explain any adverse findings regarding safety or security.

For example:

- Report seals removed and affixed for vault door and storage bins,
- Report seals on broken containers and indicate if integrity of box contents are compromised;

Item 16. Make specific recommendations for corrective action or remedial measures considered necessary or desirable. Each report must be independent of another. A recommendation is usually a brief positive statement that describes a suggested remedial action.

Item 17. Check applicable boxes for distribution.

DNSC Form 30A Notification of Stockpile Inspection Continuation Sheet
Instructions for Preparing DNSC Form 30A

DNSC Form 30A, Notification of Stockpile Inspection (Continuation Sheet), is provided for use in conjunction with Items 14, 15 and 16, and shall be attached to and distributed with the applicable copies of DNSC Form 30.

REPORT PROCEDURES

5-23 PURPOSE

To describe the regulations, conditions, and instructions for report submission.

5-24 PREPARATION.

The DNSC Form 32, Commodity Inspection Report shall be prepared documenting the actual inspection. Instructions for preparing DNSC Form 32 are listed under Chapter 5, Part 3.

5-25 DISTRIBUTION OF COMMODITY INSPECTION REPORTS.

Copies of the Commodity Inspection Report (DNSC Form 32) must be clear and reproducible, and distributed as follows:

a. Original to be maintained by the depot manager or storage official responsible for the material at the storage site.

b. Other copies distributed as directed by DNSC-OL.

Instruction for Preparing
DNSC Form 32, Commodity Inspection Report

1. Instructions for Preparation. The specialist must furnish, in the spaces provided, information required by the following titles on DNSC Form 32.

2. Check. Check applicable box.

3. Contract Number. Fill in the contract number. **Note: A report may not refer to more than one sales contract.**

4. Commodity. Fill in name of the specific commodity.

5. Inspection Report Number. Reports submitted under the same contract number from the same general inspection location must be numbered consecutively from "1" upward, regardless of who the Specialist may be. Note: Whenever subsequent inspection action is taken on a specific quantity previously reported, reference must be made to the original report. Use the same report number as the original report, plus an alphabetical suffix. Subsequent reports on a specific quantity previously reported must be numbered; for example 1A, 1B, 1C, 2A, 2B, etc.

6. Release/Serial Number. Fill in shipment release number and serial number. Make a separate report for each shipping release.

7. Lot Number. Fill in lot number, only when one lot is covered by this report.

8. Code. Give the correspondence symbol of the Specialist/depot responsible for this inspection.

9. Date of Inspection. Give the dates on which inspection actions described were accomplished.

10. Purchaser or Contractor. Give name and address.

11. Consignee or Subcontractor. Give name and address.

12. Person Contacted. Give name and title of the company official contacted.

13. Location of Material Inspected and Shipped. State name and address of the DNSC storage facility.

14. Description of material. List the name of the commodity, its type/grade, serial number(s), line item number(s), release number sequence, DWAS item identification number(s), shipping release number, and list the sequence of the particular shipment.

15. Distribution. Check appropriate box.

16. Specialist & date. Signature of the Specialist submitting the report and date of the report.

(**NOTE**: The following information is required when sales inspections and/or multiple lots during a single inspection are involved. Use these column headings for these particular situations).

17. Item number or lot number. Give the item or lot number assigned to the material inspected as stated on the contract or shipping release.

18. Truck/Trailer Number. List both numbers, if applicable.

19. Seal Number. List if applicable.

20. Quantity Shipped. State in contract terms the number of pounds (gross and net), piece count, or other applicable quantity units of the material shipped.

PART 6

INSPECTION OF SCALES AND WEIGHING FACILITIES

5-26 General.

A periodic inspection of all scales and weighing equipment is required. This pertains to scales that are in actual use or are likely to be used for the out loading or receipt of materials. Any scale that has not been used or is not certified for long periods of time should be identified and tagged "out of service".

5-27 Inspection.

a. Scales having a capacity in excess of 6,500 pounds will also be subject to regular periodic testing and adjustment by a certified scale technician or qualified Public Weights and Measures inspector. In addition to the regular annual scale inspection, each scale that is being used for weighing stockpile materials must be inspected at the time of use. Check weighing is accomplished by applying an improvised test weight closely approximating the weight of the stockpile commodity and annotated on a DNSC Form 32 for the material being shipped. The applied test weight is placed on each corner of the platform as well as its center. When feasible, these inspections consist of a zero balance test and an increasing load test.

b. Any time a test weighing is performed, all entries must be logged in a scale log that is maintained in close proximity to the scale.

5-28 Scale Repair, Maintenance and Certification.

If the weights exceed the quantity listed on the test weights, then the scales must be repaired and/or undergo maintenance by qualified scale technicians from a reputable scale service company. Maintenance involves cleaning and oiling of scale mechanisms, etc. and should be performed periodically when the scale is used on a frequent basis. After repair and/or maintenance are performed the scale must be calibrated using standards certified and traceable to the National Institute of Standards and Technology (NIST) Handbook 44 and ISO 9002. Scale technicians will apply a certification sticker to the scale indicating the date certified their name and company and the date certification will expire. In addition, reputable scale companies will provide a scale certification report showing the test weights used and the tolerances obtained. The scale certification report is dated and signed by the scale technician and bears the company name and usually a certificate number. The scale certification report must be placed in the office scale report file where the scale is located.

5-29 Scales located outside Stockpile Facilities.

The scale inspection will apply to the commercial and public scales not located at stockpile facilities, where such scales are used regularly to determine weights of stockpile materials. Railroad scales are excepted.

5-30 Scales Removed From Service.

Scales that are not currently used are removed from active service, tagged as "out of service" and placed in storage at the facility.

5-31 Approved Test Weights are Available at Storage Facility.

a. The Specialist must witness the testing of the scale for accuracy and indicate on the scale log the amount of certified test weights that were used for the check weighing. Also, the degree of accuracy or deviation at each increment and the maintenance or acceptance tolerances allowed for the weights used in testing. It is desirable to have enough test weights to check the scale up to one-third of its capacity as required by ISO 9002. Also, the statement "*This scale was certified to ISO 9002, latest edition*" must be stated on the official scale certification.

b. Most importantly, the scale certification must demonstrate traceability from the scale to the certification by noting the model number and serial number on the official certificate. The test weights must be certified to NIST and the certification is valid for one year from the date of the calibration. The scale certification must be signed and dated by a certified scale technician including the technician's state certification number.

c. If certified test weights are not available, the General Supply Specialist should witness the making of improvised test weights immediately after the scales have been tested and certified by a scale company representative or weights and measures inspector. Improvised test weights may be used with any available material that will retain a constant weight. A good example would be metal ingots or pigs banded together, weighed, and marked immediately after scales have been officially certified accurate. There should be enough improvised test weights made to provide check weighing up to *one-third* of the scale's capacity. Appropriate increments should be used and the degree of accuracy indicated under the remarks section for each increment. After establishing an officially

certified correct weight on the improvised test weights, the scales can be checked periodically. The frequency of these checks should be increased to at least a twice daily basis during periods of heavy out shipments, to ensure that scales are providing constantly accurate weights. Since improvised test weights in use could be possibly damaged their accuracy must also be periodically checked.

d. If scales are inaccurate, indicate the degree of inaccuracy or deviation from the certified test weight. The degree of inaccuracy (plus or minus) should be indicated for each increment of available test weight units, such as 50, 100, 500, 1,000, 2,000, etc.

e Example:

Test Weight Units	Weight Shown on Scales	Accuracy or deviation	Maintenance Tolerance	Acceptance Tolerance
50 lbs.	51 lbs.	+1 lbs.	0.05 lbs.	0.025 lbs.
100 lbs.	98 lbs.	-2 lbs.	0.10 lbs.	0.05 lbs.
500 lbs.	503 lbs.	+3 lbs.	0.50 lbs.	0.25 lbs.
1,000 lbs.	995 lbs.	-5 lbs.	1.00 lbs	0.50 lbs.
2,000 lbs.	2,010 lbs.	+10 lbs.	2.00 lbs.	1.00 lbs.

Note: Acceptance tolerance refers to the tolerance used only after a scale has just been calibrated; maintenance tolerance (generally twice that of acceptance tolerance) is used at all other times.

f. Verbally report any defective scales to the storage facility manager and request that the scales be withdrawn from use pending repair or adjustment.

PART 7

CLASSIFICATION STANDARDS FOR STOCKPILE MATERIAL CONTAINERS

5-32 PURPOSE.

The containers used for stockpile commodities are designed to protect and preserve the enclosed materials during storage and in transit. Therefore, the condition of the containers is an integral part of the material evaluation and inspection.

5-33 SCOPE.

These standards apply to all types of containers used for stockpile materials.

5-34 GENERAL.

This is to assist the Specialist in evaluating and reporting on container deterioration or damage.

5-35 CLASSIFICATION STANDARDS.

The following standard guide to the classification of all types of containers on the basis of physical condition is provided. Classification for specific container types is listed below. Three classes or categories of condition have been established for each type of container.

a. Class No. 1 Containers that are sound in all respects.

b. Class No. 2 Containers that show evidence of deterioration, damage, or defects, but still remain reasonably sound and provide protection against exposure, contamination, or loss of contents. Containers included in this class must be of suitable condition to withstand one outbound handling and shipping operation without failure or loss of contents.

c. Class No. 3 Containers that show enough deterioration, damage, or defects to not provide adequate protection against exposure, contamination, or loss of contents, and which would not be expected to withstand one outbound handling and shipping operation.

5-36 REPORTING PROCEDURES.

a. Each DNSC Form 30 report must contain complete details regarding the condition of each lot and class of container. This includes a clear description of the nature and extent of any unsatisfactory condition found such as rust, pitting, or perforation; rusted, loose, or broken hoops; broken staves or heads; crushed containers, torn bags, or pitted drums, etc. Specific data are required in reporting these conditions. It should be reported by actual count of containers in each class. When an actual count is not possible, an estimate of the number of containers in each class will be acceptable. However, in reporting "Class 3" containers, the Specialist should try to provide an actual count or the closest possible estimate.

b. In reporting on package materials, it is important to include complete information about the size or capacity of the container. For barrels, drums, and kegs, etc., the capacity in gallons should be stated. For all other containers, nominal dimensions will be acceptable, except in those instances in which replacement of the container is contemplated, then specific dimensions are required.

c. In making routine spot inspections of materials stored in containers, the interior surfaces of the containers opened and also any liners or other packing materials should be observed. Classification of containers on the basis of interior deterioration should be the same as for exterior condition. The condition of liners or other packing components will have no bearing upon classification of the container, but should be fully reported as a separate item.

5-37 CLASSIFICATION OF CONTAINERS BY PHYSICAL CONDITION.

a. Steel Drums, Barrels, and Cases - Painted.

(1) Class No. 1 - Containers in sound condition, dents, rust spots, paint chipping or scaling, abrasions, etc., affecting small areas of the surface shall be disregarded.

(2) Class No. 2 - Containers that are sound and tight but have major areas of penetrating rust, pitted, or paint scaling surfaces. They may have dents, abrasions, defects, or damages that do not render the container unsuitable for continued storage and do not allow exposure, loss, or contamination of contents.

(3) Class No. 3 - Containers that are unsound and do not afford protection against exposure, contamination, or loss of contents. This class includes all containers that have deteriorated to the point of perforation or body collapse, or for any reason are unsuitable for continued storage in conformance with this Manual.

b. Wooden Barrels and Kegs and Fiberboard Drums.

(1) Class No. 1 - Containers in sound, tight condition, with all hoops, heads, staves, and bungs in place.

(2) Class No. 2 - Containers in sound, tight condition. They may have rust, loose, broken, or missing hoops, or other defects that do not render the containers unsuitable for continued storage and do not allow exposure, loss, or contamination of contents.

(3) Class No. 3 - Containers that are unsound and do not afford protection against exposure, contamination, or loss of contents. This class includes all containers that have deteriorated to the point of perforation or body collapse, or for any reason are unsuitable for continued storage in conformance with this Manual.

c. Boxes (all types), Wood, Steel-Strapped, or Plain.

(1) Class No. 1 - Containers in good, sound condition. Steel strapping, if any, may be rusted but must be intact.

(2) Class No. 2 - Containers in sound condition, except infestation, broken strapping, split boards, or missing cleats, but free of any defect or damage which may render the container unsuitable for stacking or storing or which may allow exposure, loss, or contamination of contents shall be accepted in this classification.

(3) Class No. 3 - Containers that are unsound and do not afford protection against exposure, contamination, or loss of contents. This includes missing or broken boards, open spaces, holes, failure due to rot or infestation, or any defect or damage which renders the container unsuitable for shipment or storage in conformance with the Storage Manual.

d. Bags - Woven Fibers, Paper, and Plastic.

(1) Class No. 1 - Containers in tight, sound condition, free of deterioration of any kind.

(2) Class No. 2 - Containers in good condition and with tight closures. Holes must be sewn or patched sufficiently to ensure against loss of contents. All containers which, on the date the inspection is made, are determined to be of suitable condition to withstand continued storage without failure or loss of contents.

(3) Class No. 3 – Containers in unsatisfactory condition for continued use. This class includes all containers having non-repaired tears, holes, or faulty closures; also, those that have deteriorated or are damaged to the extent they cannot be excepted to withstand further handling without risk of loss content

PART 8

QUALITY COMPLAINTS

5-38 General.

The investigation of complaints concerning the quality and quantity of material furnished by DNSC under sales contracts is the responsibility of the Chief, Operations Division. The Chief, Operations Services Division shall provide copies of each sales contract and all available information pertinent to the complaint as required by the contracting officer when requesting investigation.

5-39 Investigations.

Investigations shall include thorough and courteous discussions with the persons making the complaint to determine its nature; inspection of the material under conditions of delivery or use; and, whenever necessary, taking samples, making performance tests, and arranging for chemical analyses.

5-40 Findings.

When the results of an investigation prove conclusively that the contractor has received the quality and quantity specified by contract requirements to the satisfaction of both the Specialist and the complainant. And in other instances where the Specialist resolves the complaint, he/she should make note of his/her action on the narrative record. If the Specialist considers a complaint justified as a whole or with limitations, he/she should recommend adjustment or any other action he/she deems proper.

5-41 Reports.

a. The Specialist for review shall prepare a narrative report of each complaint investigated within 24 hours after the investigation is completed. The review comments shall be in the form of a cover letter to the Chief, Operations Division.

b. The information recorded shall include the nature of the complaint, its location and the quantity of materials. Also include the complainant names and position or titles of

persons interviewed and their comments. Pertinent data includes the size and type of samples that were taken, the tests conducted, the test results and laboratory personnel collaborations in the investigation. The Specialist's narrative report should include a definitive recommendation that is not divulged to the complaintant.

c. An original and one (1) copy of the investigative report shall be sent to the Chief, Operations Division and copies shall be retained for files.

5-42 Final decision and action.

a. The Chief, Operations Division shall transmit the results of each investigation to the proper contracting officer, with appropriate comments or recommendations, for necessary decision and action, and shall forward copies of the transmittal letter to the investigating Specialist and depot manager. The Operations Division with the authority to close the file on each quality complaint considers the transmittal letter the final action.

b. The contracting officer is responsible and has sole authority for price adjustment and final decision concerning quality complaints on material furnished by DNSC.